

**Tennessee Real Estate Commission  
FIRM UPDATES FORM**

*Please complete the form in its entirety. If a section is not applicable, please mark as not applicable.*

Check the appropriate box below:	Action	Transaction	Fee	Questions	Answer (Yes/No)
	Change of Firm Address	8005	No Fee	Have you attached your zoning letter?	
	Designate Principal Broker	8095	\$25	Are you transferring from another firm?	
	Remove Principal Broker	9997	No fee	Do you have a Principal Broker replacing you?	

**Change of Firm Address**

*Please complete this section in its entirety. If a section is not applicable, please mark as not applicable.*

	Street	City	State	Zip	License Number
Old Firm Address	_____				
New Firm Address	_____				
Principal Broker Name:	_____	Principal Broker Signature:	_____		

**Designate Principal Broker**

*Please complete this section in its entirety. If a section is not applicable, please mark as not applicable.*

Are you upgrading at the same firm, transferring from another firm or a new broker? \_\_\_\_\_

Releasing Principal Broker Name: \_\_\_\_\_ License #: \_\_\_\_\_ Signature: \_\_\_\_\_

Designated Principal Broker Name: \_\_\_\_\_ License #: \_\_\_\_\_ Signature: \_\_\_\_\_

**Remove Principal Broker**

*Please complete this section in its entirety. If a section is not applicable, please mark as not applicable.*

Are you downgrading at the same firm, transferring to another firm or changing status? \_\_\_\_\_

Removed Principal Broker Name: \_\_\_\_\_ License #: \_\_\_\_\_ Signature: \_\_\_\_\_

*Tenn. Comp. R. & Regs. 1260-02-.38 requires the new Principal Broker to complete the "Designate Principal Broker" section. The Commission must be notified within ten (10) days of a Principal Broker's absence.*

Notes: \_\_\_\_\_

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